

C O N F I D E N T I A L

PROCUREMENT MANAGEMENT STAFF, OL

WEEKLY REPORT

Week Ending 11 October 1988

1. Status of Tasks Assigned by Senior Management:

25X1 a. On October 7, 1988, Procurement Management Staff (PMS) supported a Special Executive Session of the Agency Contracts Review Board (ACRB) which was chaired by the Procurment Executive (PE). The case presented was in support of a Directorate of Operations Task Force and approved by the Director of Logistics and recommended. [redacted]

25X1 b. On October 11, 1988, the regularly scheduled ACRB meeting was held. Three cases were reviewed utilizing new procedures previously agreed upon. The results of the ACRB deliberations will be contained in the next weekly. [redacted]

25X1 c. On Friday, 7 October, 1988, [redacted] met with the PE and [redacted] Information Management Support Staff, to review the FY 1988 Significant Activities Report, the Fourth Quarter FY 88 Milestone Charts and the proposed FY 89 Management By Objective's. [redacted]

2. Major Events That Have Occurred During the Preceding Week:

25X1 a. [redacted] filled out Form 2420 to purchase Mead Beta Lexis/Nexus database service. [redacted]

25X1 c. [redacted] arranged a meeting between Household Data Services (HDS) and the Office of Technical Services contract team to explore the prospect of taking HDS off PN85. [redacted]

25X1 d. [redacted] has reviewed the cost accounting standards legislation and relayed opinion to the Office of Congressional Affairs (OCA). He advised OCA to find out what the Department of Defense (DOD) position on this bill is and back DOD. [redacted]

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Kathleen

The paragraphs are to be removed from #2 and placed under 3 or 4 as noted, i.e., Upcoming Events and Management Activities and Concerns.

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25X1 e. [] received a memo from OCA that the Government
25X1 contract consultant Registration Act had been amended according to
25X1 the recommendation made by PMS several months ago. Classified
contracts will now be protected from disclosures. []

25X1 f. A total of 5 contract actions and 34 amendment actions were
input on the CONIF database during this reporting period. []

25X1 g. [] a contract officer, is scheduled to join PMS
25X1 on 17 October 1988. She will fill a Procurement Analyst position.
[]

25X1 h. [] was due to return from TDY on 11 October
25X1 1988 and will report to work mid-week. []

25X1 i. [] is on annual leave and expected to return to work
25X1 on 17 October 1988. []

25X1 j. On 17 October 1988, [] is due to report to
25X1 PMS to fill a vacant secretarial position. []

25X1 k. [] reported to duty with PMS on 3 October 1988. She
25X1 will be filling the vacant Computer Support Assistant position.
[]

25X1 l. [] announced that she will be resigning from the
25X1 Agency effective 21 October 1988. []

25X1 m. [] is serving as a member of the GS-12 Supply
25X1 Panel and will be attending Panel meetings this month. []

25X1 o. [] also reports that competition percentages rose
25X1 considerably from the FY87 figures of 15% of the actions and 29% of
the dollars, to FY88 statistics of 46% of the actions and 38% of the
dollars. This tremendous improvement can be attributed in

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25X1 part to the conversion of the coding procurement methods to align with that of the rest of the Federal Government (through the Federal Procurement Data System). However, much credit must be given to the efforts on the part of Agency components and procurement elements to increase the use of competitive methods, where possible. ~~Keep up the good work.~~

3. Upcoming Events:

4. Management Activities and Concerns:

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